



Dnaagdawenmag Binnoojiiyag

Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity (Maternity Contract) **Legal Assistant (DBCFS Hiawatha Office)**

Purpose of the Position:

Reporting to the Agency Counsel, the Legal Assistant is responsible for providing administrative and clerical support to the Legal Services Department, including the preparation of all documents and materials to be presented as part of a court application under the Child and Family Services Act. The incumbent works within the guidelines and procedures established by the department and contribute to the overall work of the Legal Services Department.

Responsibilities:

- Prepares, edits, formats and process documents, including Affidavits of Service, Protection and Status Review Applications, Notices of Hearing, Agreed Statements of Facts, Plans of Care, Child Welfare Warrants, Summonses, and any other court related documentation.
- Assist in notifying Agency staff in advance of court dates. Schedule legal conferences as needed prior to next court appearances.
- Coordinate filing within department.
- Prepare, coordinate and distribute various documents and forms within the legal department.
- Maintains a docket/ticket system for all cases, which come before the court, advising appropriate staff of court dates, requirements etc. and distribute copies of court decisions.
- Arranges, where necessary, for outside process servers for service of documents.
- Arranges for fax, courier or other delivery of legal documentation as required.
- Prepares all closed legal files for storage/microfilming.
- Perform other clerical duties as assigned.

Education and Experience:

- A Legal Assistant or Office Administration Diploma or related education from an accredited community college **or**; High School Diploma with emphasis on administrative courses combined with two to three years related office experience.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the “Sixties Scoop” upon them is essential.

Accountabilities:

- The employee is required to acquaint himself/herself with all laws, rules, regulations, policies and procedures, which impact on his/her specific responsibilities.
- Accountable for the provision of efficient and effective administrative services to the assigned Team.
- Exercises appropriate discretion and confidentiality in dealing with client information and sensitive Agency information.
- The employee is required to provide their own vehicle for use on the job, and also provide DBCFS with evidence of your valid Ontario Driver's License and of PL & PD insurance coverage for at least \$2,000,000.00, which must include coverage for the transportation of children.

Work/Knowledge Requirements:

- Knowledge of court rules and the relevant legislation and expectations of the court office and understanding of child protection clinical practice.
- Previous experience in the child protection legal field with proven skills in drafting of child protection legal documents would be an asset.
- Good organization, interpersonal and communication skills.
- Able to work well independently, multi-task and prioritize.
- Flexible work hours.
- Provide an acceptable CPIC with VPSS.

Salary Range: \$56,000.00 – \$67,483.00

Closing Date: Open until filled – **First Screening, January 11, 2019.**
Incomplete applications will not be considered.
Only those selected will be contacted for an interview.

Please send:

- Application for Employment (available at www.binnoojiiyag.ca), Please indicate preferred location in your application
- Cover letter and Resume (include 3 work related references)

Carrie Wilson, Recruiting Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family Services,
517 Hiawatha Line,
Hiawatha First Nation, ON
K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca